Bill of entry document checklist

One A4 page for every import job: what to have before the vessel arrives, the documents Customs expects, the checks that prevent queries, the filing deadline, and the steps to delivery.

Job / file no. _____ Client _____ Date _____

BEFORE THE CARGO ARRIVES

- [ ] IEC active with DGFT
- [ ] ICEGATE ID registered for this customs location and for import documents
- [ ] Digital signature certificate registered on ICEGATE
- [ ] Customs broker authorised and KYC done, if you use one
- [ ] Final invoice and packing list received from the supplier

DOCUMENTS FOR E-SANCHIT

- [ ] Signed commercial invoice
- [ ] Packing list
- [ ] Bill of lading or delivery order, or airway bill for air cargo
- [ ] Insurance document
- [ ] Import licence or permission, where the goods need one
- [ ] Letter of credit, where applicable
- [ ] Test report, for items such as chemicals
- [ ] Catalogue or technical literature, for machinery, spares or chemicals
- [ ] Certificate of origin, if a preferential duty rate is claimed

CHECKS BEFORE FILING

- [ ] Invoice, packing list and BL agree on quantity, weight and description
- [ ] Container numbers match the bill of lading
- [ ] IGM details from the carrier are available
- [ ] Classification, value and any exemption claimed are checked
- [ ] Prior bill of entry considered if documents are ready (valid if arrival is within 30 days)

THE DEADLINE

- [ ] File before the end of the next day after arrival, leaving out holidays
- [ ] Late: ₹5,000 a day for 3 days, then ₹10,000 a day, capped at the duty payable (₹50,000 if no duty)

AFTER FILING

- [ ] Supporting documents uploaded on e-Sanchit with the registered DSC
- [ ] Customs queries answered
- [ ] Duty paid promptly after assessment (interest applies if late)
- [ ] Examination attended, if selected
- [ ] Out of Charge received
- [ ] Delivery order from the shipping line arranged
- [ ] Port or CFS charges settled and delivery taken
- [ ] e-Way Bill ready for onward movement after clearance
- [ ] Bill of entry and documents kept for five years

Checked 27 November 2026. Rules change through CBIC notifications. Confirm with your customs broker.

Logiintra keeps this checklist inside every job: isd.web.in/logiintra.html